

***HEADQUARTERS SUPERINTENDENT/***

***ADDITIONAL DUTY FIRST SERGEANT***

***AFSC: ALL CONSIDERED***

***TRADITIONAL GUARD MEMBERS ONLY***

***\*\*\*CLOSEOUT DATE: 10 JUNE 2016\*\*\****

AUTHORIZED GRADE: CMSgt (E-9)

LOCATION: JFHQ, 250 Airport Road, New Castle, DE 19720

**DUTIES:**

Principal advisor to the Commander on all issues related to the Enlisted Force; exercises general supervision over assigned enlisted personnel. Assists commander in planning, coordinating, and supervising all activities that support the mission to include duty assignments, promotions and reductions, military justice, privileges, awards, morale, welfare and recreation activities, human relations, equal opportunity and alcohol and drug abuse concerns.

**MANDATORY QUALIFICATIONS**

**KNOWLEDGE:**

Knowledge is mandatory of personnel management with emphasis on quality force indicators; personnel and administration; military training; Air Force organizations; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques.

**MILITARY EDUCATION:**

Applicant must have completed the CCAF degree requirements or equivalent (per exception to policy guidance). Completion of the First Sergeant Academy is preferred but not required for selection.

**TRAINING:**

Selectees must attend the Additional Duty First Sergeant Course at the earliest possible opportunity, but not later than one year from the date of assignment (N/A if applicant has completed the First Sergeant Academy). If the member does not attend the Additional Duty First Sergeant Course within one year, the member must be removed from the position and returned to his or her previous AFSC (**must sign written statement**).

**GRADE:**

Senior Master Sergeant may be selected if immediately eligible for promotion to Chief Master Sergeant.

**AFSC:**

Qualification at the 9 skill level in any AFSC.

APTITUDE SCORES:

Administrative Score of 41 or General Score of 62 (**Applicants must verify scores prior to submitting application**).

PHYSICAL PROFILE:

Must have no mobility restrictions and have a minimum physical profile of PULHES 333231 (**to include current Dental Exam**).

OTHER:

- Must be highly motivated and capable of fulfilling the role of Add'l Duty "First Sergeant"
- Passing Score of 80 or higher on the Fitness Assessment (**Additionally, if selected candidate must complete the ANG Fitness Assessment within 60 days of attendance at the Additional Duty First Sergeant Course**). Failure to maintain Air Force fitness standards after selection will result in immediate 12-month probation.
- Must be financially stable
- Must have the ability to speak distinctly
- **Full-Time personnel (AGR and Technician) are not eligible to apply**

APPLICATION PROCEDURES:

- Resume
- Official Biography (with photo)
- Record Review RIP from vMPF
- Most recent EPR
- Letter from Unit Fitness Program Manager (UFPM) stating that the applicant received a passing score of 80 or higher on the current Fitness Assessment
- Letter from Medical Group stating the applicant has a profile of 1 and a current Dental Exam
- Forward to: **HQ/DEANG (ATTN: Lt Col Pete Correa)**  
**250 Airport Road**  
**New Castle, DE 19720**

**APPLICANTS MUST MEET ALL REQUIREMENTS ON CLOSEOUT DATE OF THE JOB ANNOUNCEMENT.**